



**REQUEST FOR QUALIFICATIONS (RFQ)
ARTISANS
FOR THE GREENFIELD PUBLIC LIBRARY

GREENFIELD, MASSACHUSETTS**

**RFQ Will Be Available: Wednesday, December 14, 2022 by 10:00 AM
Site Visit: Wednesday, December 21, 2022 at 3:00 PM
Proposals Due: Thursday, January 12, 2023 by 1:00 PM**

Submit Proposals To:
Laura Phelps, Chief Procurement Officer
City Hall, Room 208
14 Court Square
Greenfield, MA. 01301

ADVERTISEMENT FOR PROPOSALS

The City of Greenfield in partnership with the Library Building Committee is seeking Request for Qualifications (RFQ) and proposals for Artisan's to provide various pieces of artwork for the New Greenfield Public Library. Artisans will be asked to provide information about themselves and their design ideas in the form of a two part proposal submission: 1. Statement of Qualification (SOQ), 2. Price Proposal.

The RFQ will be available on Wednesday, December 14, 2022 by 10:00 AM on the City's Procurement website: <https://greenfield-ma.gov/p/6981/FY-2023-IFBRFPRFQRFS>. Interested parties can also request electronic copies of the RFQ and to be added to the "plan holders list" by calling Laura Phelps at 413. 772.1569, or by emailing requests to Laura.Phelps@Greenfield-ma.gov.

Artists interested in making a submission are invited to a site visit on Wednesday, December 21, 2022 at 3:00 PM. This visit is not open to the general public and is reserved for artists who intend to respond to the RFQ. Meet on the sidewalk outside the fence of the new library construction site. 412 Main St., Greenfield, MA 01301.

Questions regarding the RFQ may be sent via email to Laura.Phelps@Greenfield-ma.gov. Answers will be provided as part of an Addendum and will be posted on the City's Procurement Website. Replies will also be emailed to parties that have requested the RFQ.

The RFQ will be due on Thursday, January 12, 2023 by 1:00 PM. Submissions must be received in 2 (two) clearly marked sealed envelopes. One envelope should be marked "RFQ 23-05 Library Art Project- Statement of Qualifications" the Second envelope should be marked "RFQ 23-05 Library Art Price Proposal". Technical submissions will be opened and recorded in the 2nd Floor Meeting Room of the City Hall immediately following the due date and time.

Proposals must be sent or delivered to:

**City of Greenfield
Laura Phelps, Chief Procurement Officer
City Hall, Room 208
14 Court Square
Greenfield, MA. 01301**

All Proposals must be complete and in compliance with the RFQ requirements. Incomplete proposals and any proposals received after the deadline will not be accepted for consideration.

Procedures related to this process are in accordance with all applicable Massachusetts procurement laws.

Section I: Project Description

The City of Greenfield is a community of approximately 18,000 residents located in the northwest corner of Massachusetts. The City is in the process of building a new \$19.5 million public library building at 412 Main Street, completion set for early 2023. As part of the design of the building it is expected that there will be art pieces installed both inside and on the grounds of the building.

The City of Greenfield, is seeking qualifications and proposals for Artisan Services to create 7 (seven) different pieces of art for the new Public Library. A Request for Qualifications is being issued instead of an invitation for bid in order to allow the City to evaluate an Artists experience and body of work in addition to the project cost.

The overall budget for all 7 (seven) art pieces is \$75,000.00 (waiting for confirmation from Dan P.). This will include art piece, any copyright licensing (if applicable) and installation.

The City will be providing Grant Agreements to chosen qualified applicants. Grant Agreements are defined in MGL 30B section 2 as an agreement between a governmental body and an individual or nonprofit entity the purpose of which is to carry out a public purpose of support or stimulation instead of procuring supplies or services for the benefit or use of the governmental body.

The Artisan can submit on any or all of the pieces. Contracts will be issued for each piece individually. The Committee will first review the technical submissions and will put forward qualified applicants for project selection.

Theme Provided by the Library Trustees:

The library is a place to actively create, explore, and shape ideas, as well as to quietly contemplate. It builds community by welcoming all people and differences of ideas. Artwork throughout the library will aim to support and illuminate inquiry, contemplation, and creativity. Our public library and the art within it will embody diversity, accessibility and inclusivity for all community members along with the premise that unbridled creativity is at the foundation of innovation, inspiration and an engaged community.

Section II: General Information

A. Point of Contact and Issuing Office:

City of Greenfield, Procurement Department: Laura Phelps CPO
Email: Laura.Phelps@Greenfield-ma.gov
Phone: 413-772-1569
Address: City Hall, Procurement Office, 14 Court Square, Greenfield, MA 01301

B. Questions and Answers:

Questions regarding the RFQ may be sent via email to Laura.Phelps@Greenfield-ma.gov. Answers will be provided as part of an Addendum and will be posted on the City's Procurement Website. Replies will also be emailed to parties that have requested the RFQ.

C. Solicitation Process:

This RFQ is being solicited under a multi-step procurement procedure consisting of two phases and in compliance with Massachusetts General Laws. The first phase requires all Proponents to submit a Statement of Qualifications addressing those items cited in Section IV of this RFQ. An Evaluation Team will evaluate and rank the proposals based on the evaluation criteria outlined in Section IV - Evaluation Criteria.

In the second phase, Price Proposals of the top three (3) Proponents in each project category will be reviewed for consideration.

D. Rule of Award:

It is the intent of the City in partnership with the Library Building Committee to award the contract(s) to the Artist(s) offering the most advantageous proposal, taking in to consideration the Qualifications, Comparative Criteria as well as Price. The City shall be the sole judge of the qualifications submitted and whether the proposal is in the best interest of the City.

The City may conduct such investigations as the City considers necessary to assist in the evaluation of any proposal and to establish the responsibility and qualifications of Artists submitting proposals.

Up to the time of signature of contract, the City shall have the right in its sole discretion to terminate negotiations with or without cause if it deems it's in its best interest to do so

E. Amendments to this Request for Proposals:

The City reserves the right to amend this RFQ by an addendum up to three days prior to the date set for receipt of proposals. All amendments will be distributed to all who received the RFQ document; and will be posted on the city's website at <https://greenfield-ma.gov/p/6981/FY-2023-IFBRFPRFQRF5>.

F. Additional Information:

The City of Greenfield reserves the right to reject any and all proposals in whole or in part; to waive any technicalities and informalities; to amend and/or cancel the RFQ prior to the time of submission; and to correct any proposal erroneously made as a result of a clerical error on the part of the City. The City reserves the right to accept the proposal deemed most advantageous to the City.

Artists will be required to sign and submit with their proposal a Certificate of Non-Collusion and Tax Compliance Certification (Attachments A and B). Include with Technical Submission.

G. Ownership of the Work and Alterations:

1. The City of Greenfield shall have exclusive ownership of the art and exclusive, perpetual and irrevocable right of use of the art without limitation. The City and the artist will agree that all intellectual property contained within the art is owned exclusively by the City of Greenfield and the artist will relinquish and waive any and all right to ownership of the art and all material including the artwork, the concepts, the name of the product, if applicable, the purpose, intent or function of the art, the layout of the art, the design and artwork, the lettering, all trademarks, trade dress, patent and copyright to any and all of the above. The artist will thereby relinquish and assign all of his/her rights to the art to the City and will agree that the artist is acting as an agent for the City to provide defined services as work for hire for a determined fee.
2. The City will try to consult with the artist on editorial and artistic control over the art with regard to the display, installation and/or any modifications of the art and to the greatest extent

possible come to an agreement with the artist. If an agreement cannot be reached, the City will have the full and final control over the display, installation and/or modifications to the art and the City will not need the artist's approval.

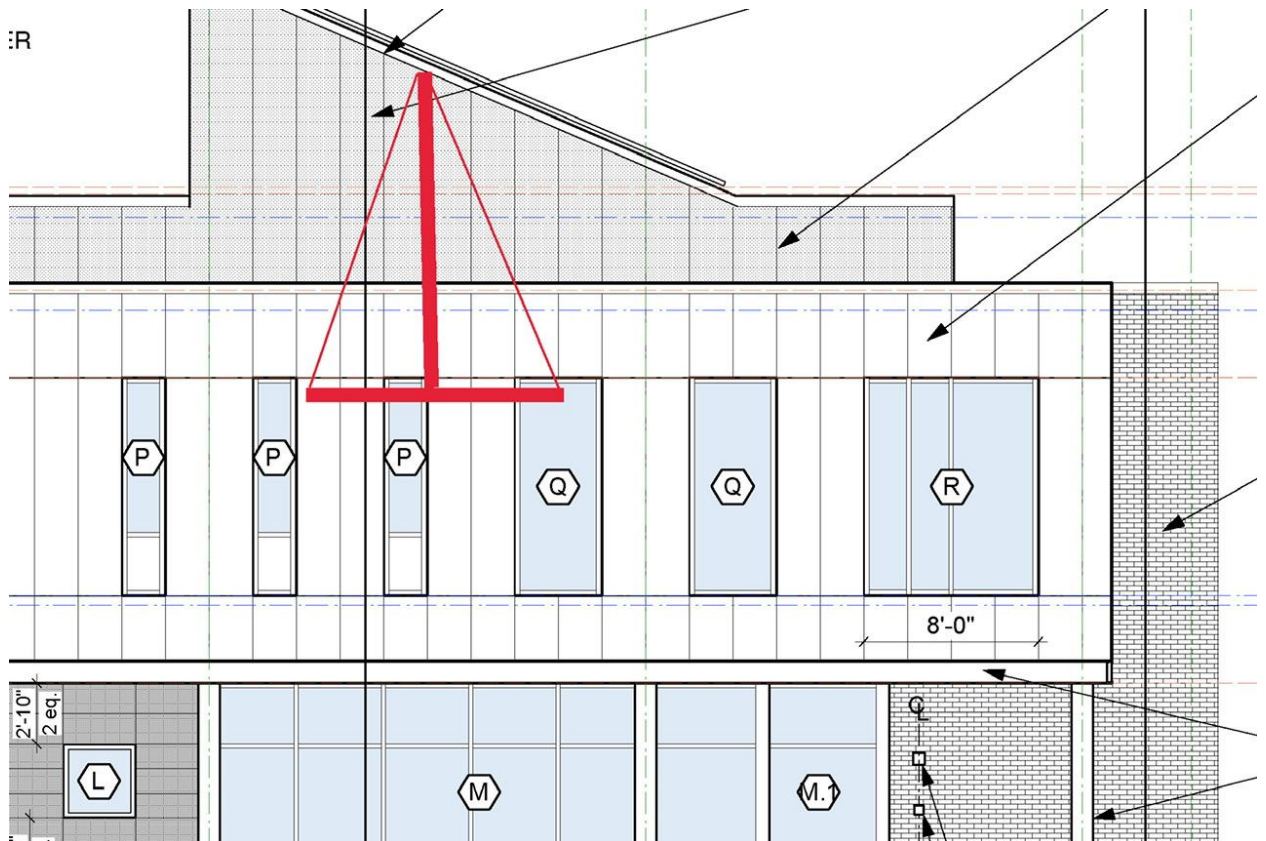
3. The artwork may be enlarged, cropped, manipulated, modified, or otherwise changed. The City will try to consult with the artist regarding any of the aforementioned changes and to the greatest extent possible come to an agreement with the artist. If an agreement with the artist cannot be reached, the City will have the full and final control over any of the aforementioned changes to the art and the City will not need the artist's approval to make any changes. The artist hereby waives any "moral rights" with regard to the art and any rights specified in the Visual Artists Rights Act of 1990.

Section III: Scope of Work

We are looking for Art that creatively represents the “Spirit of Greenfield”; topics could include, but are not limited to our History, Industry, Agriculture, Natural Environment or the Creative Arts.

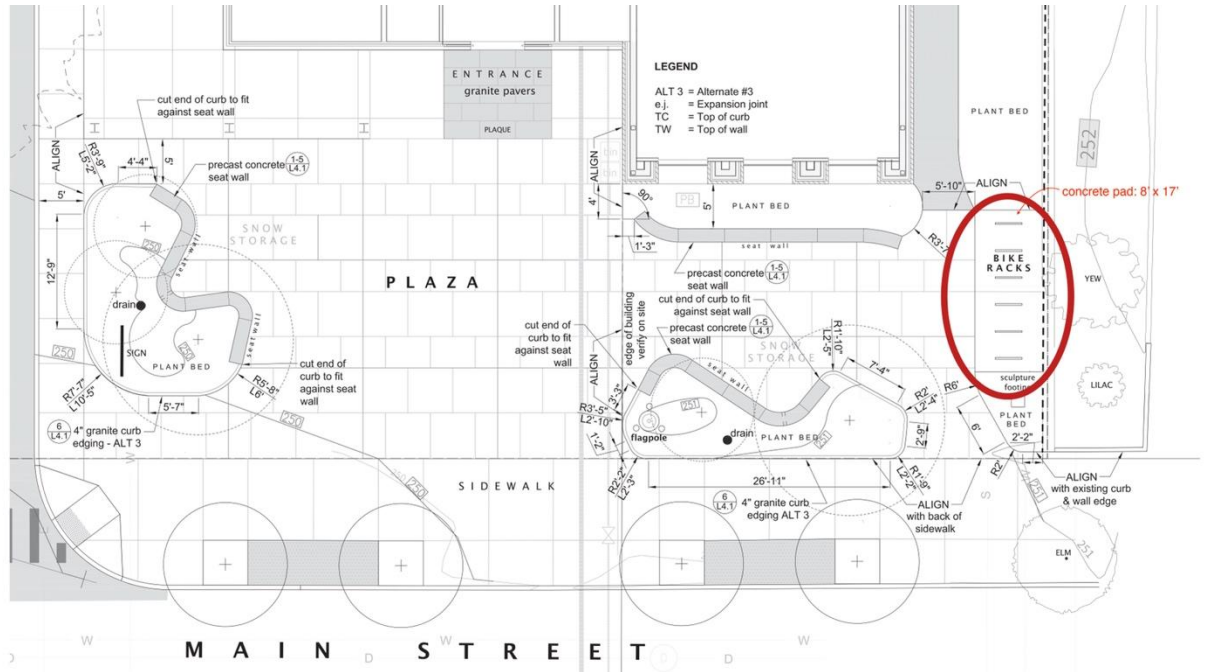
A. Hanging Sculpture on Second Floor

This sculpture will be located on the second floor of the library, hanging from a skylit ceiling. This will be viewed from both library patrons on the second floor from all sides, and by pedestrians on Main Street through a large front window. The sculpture must be static (NO MOVEMENT), needs to be mounted (hung) from a minimum of three mounting points, weigh less than three hundred pounds and fit within an envelope of a height of 15 feet, by 10 feet, by 10 feet. It should be constructed of non-friable materials that limit outgassing to avoid allergic and health reactions from library patrons and staff.



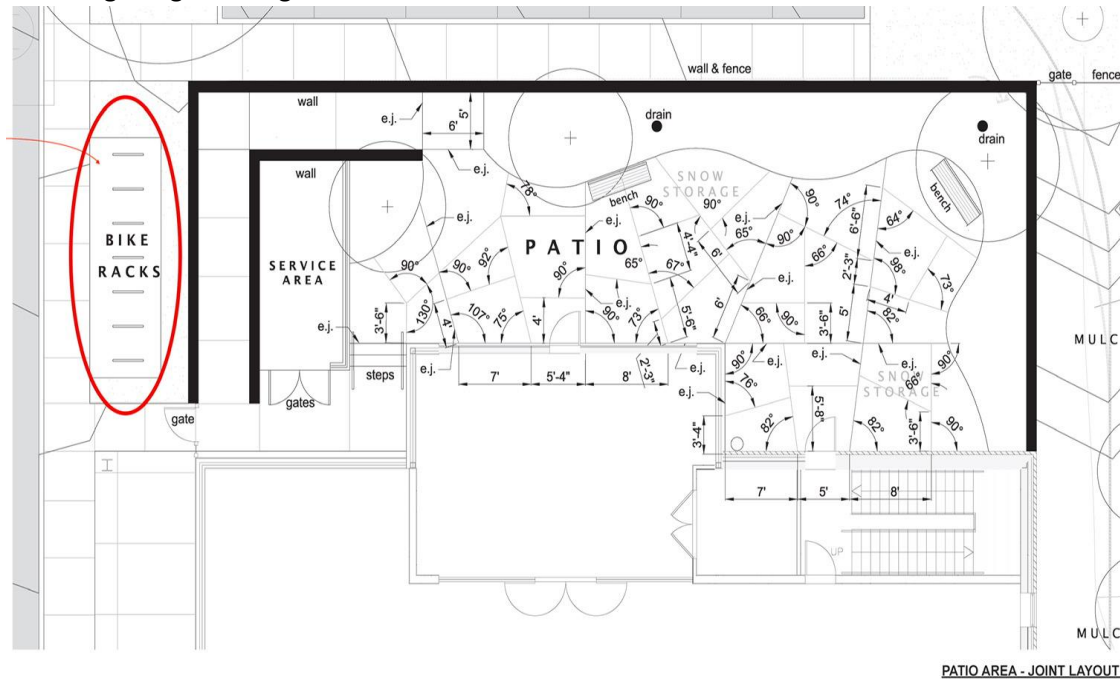
B. Bike Rack Rear Northeast Corner -(Front/Main St)

A sculpturally decorative outdoor bicycle rack that fits on a concrete space 8 feet by 22 feet that can accommodate a minimum of 7 bikes. Each required bicycle parking space must be at least 2 feet by 6 feet. The bike can be locked on both sides of a bicycle rack without conflict, where each side can be counted as a required 2' x 2' x 6' space. Bikes need to be able to be locked securely. The rack should be able to have bikes enter from either side. Designs which lock by wheel only will be deemed unacceptable. Racks need to be either Hot Dipped Galvanized (G90) Steel or Stainless Steel with no sharp edges. The rack should incorporate mounting flanges for lag bolts.



C. Bike Rack Northwest Corner -(Back of Building)

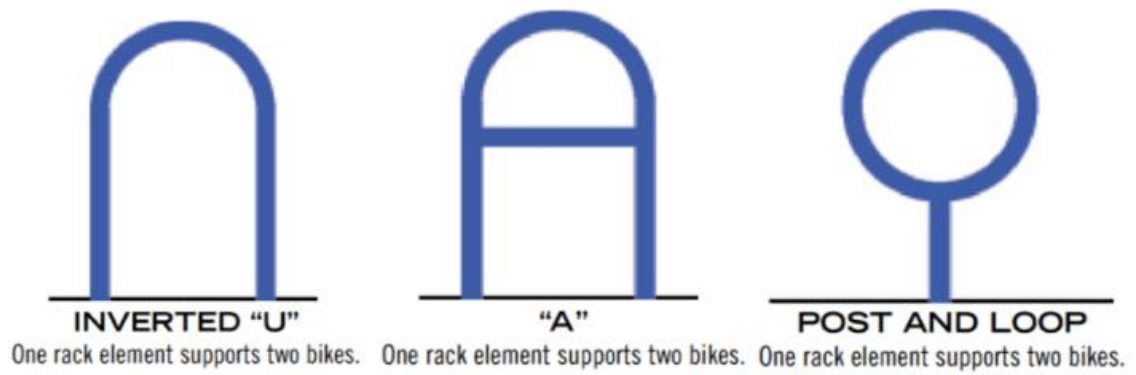
A sculpturally decorative outdoor bicycle rack that fits on a concrete space 8 feet by 22 feet that can accommodate a minimum of 7 bikes. Each required bicycle parking space must be at least 2 feet by 6 feet. The bike can be locked on both sides of a bicycle rack without conflict, where each side can be counted as a required 2' x 2' x 6' space. Bikes need to be able to be locked securely. The rack should be able to have bikes enter from either side. Designs which lock by wheel only will be deemed unacceptable. Racks need to be either Hot Dipped Galvanized (G90) Steel or Stainless Steel with no sharp edges. The rack should incorporate mounting flanges for lag bolts.



Security level of the bike rack

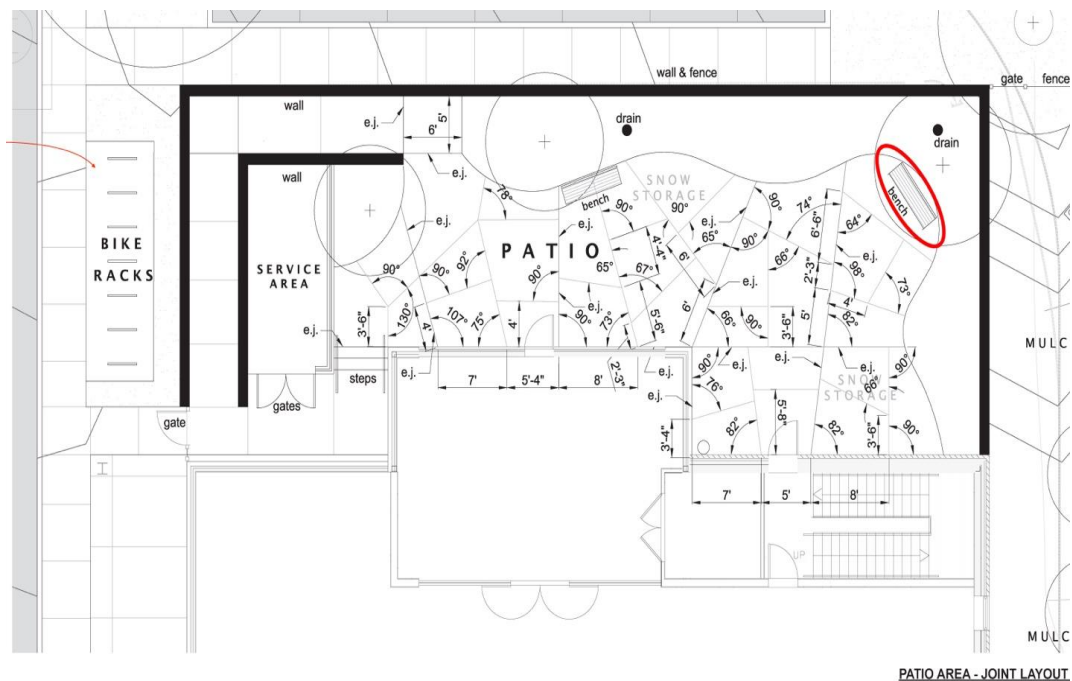
Bike racks will be used only when they provide stability and security. Racks should support the bike frame in at least one place (two places is highly desirable) so bikes cannot fall over. Racks which hold only the front wheel are not acceptable, because bikes can easily fall over, damaging the wheels or other parts of the bikes. When only the front wheel can be locked to the rack, it is easy to release the wheel and steal the bicycle. Racks should enable the bike frame (closed area of tubing under the seat) to be locked to the rack with a high-security U-shape lock and accommodate locking the wheels with a cable lock.

Bicycle racks that best meet the above guidelines have integrated into their sculptural design some version of a U-style, A-style, and post and loop. These elements in racks support the bike frame in two places and enable the bike to be easily secured as described above.



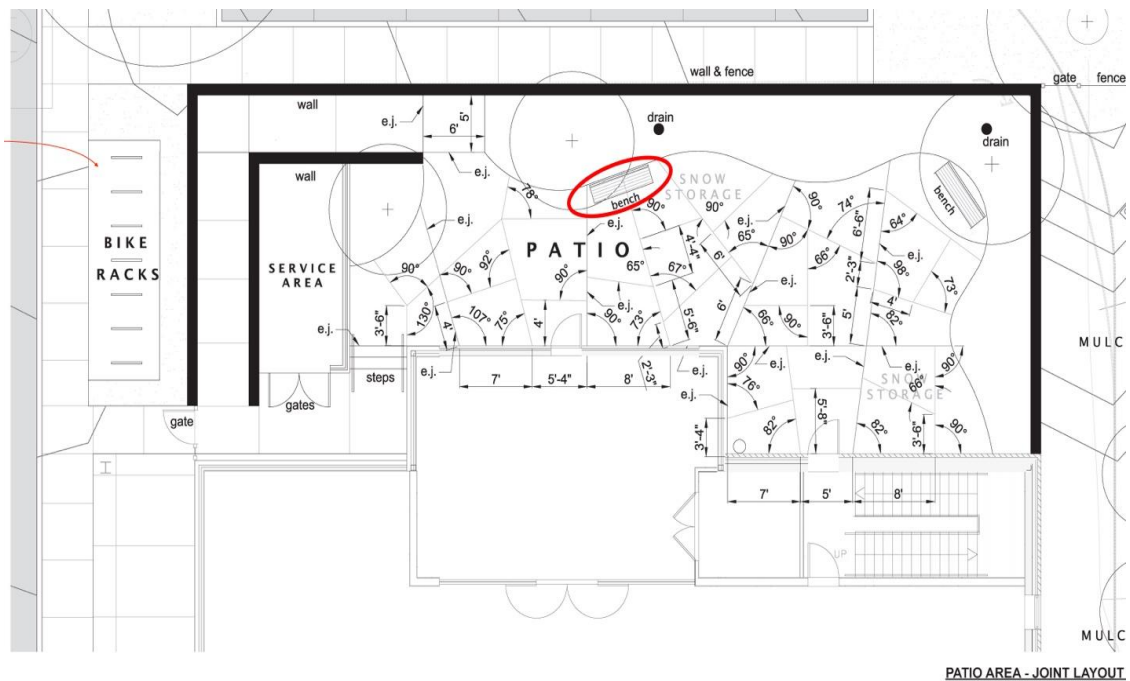
D. Bench #1 Children's Patio

A sculpturally decorative outdoor bench for the Children's Patio at the library. It should be whimsical, playful, and nature inspired. It should not contain commercial trademarked characters. It must accommodate safe and comfortable seating for both children and adults, so no sharp edges with all rounded edges preferable. Benches should be approximately 5 feet wide by 2 feet deep with 6 mounting flanges for bolting to the concrete patio. The bench should be designed to be durable in an outdoor setting for multiple generations and fabricated from materials not prone to corrosion or degradation due to weather/exposure. The work must be designed to be resistant to vandalism and not pose a public safety hazard. It must enable safe daily use by the public, (no sharp edges, etc), and be appropriate for all ages. Artwork/Design must be fabricated and finished to require minimal maintenance (meaning little to no maintenance needed every 6-12 months). Examples include powder-coated metals, stainless-steel, concrete, and durable urethane plastics.



E. Bench #2 Children's Patio

A sculpturally decorative outdoor bench for the Children's Patio at the library. It should be whimsical, playful, and nature inspired. It should not contain commercial/ trademarked characters. It must accommodate safe and comfortable seating for both children and adults, so no sharp edges with all rounded edges preferable. Benches should be approximately 5 feet wide by 2 feet deep with 6 mounting flanges for bolting to the concrete patio. The bench should be designed to be durable in an outdoor setting for multiple generations and fabricated from materials not prone to corrosion or degradation due to weather/exposure. The work must be designed to be resistant to vandalism and not pose a public safety hazard. It must enable safe daily use by the public, (no sharp edges, etc), and be appropriate for all ages. Artwork/Design must be fabricated and finished to require minimal maintenance (meaning little to no maintenance needed every 6-12 months). Examples include powder-coated metals, stainless-steel, concrete, and durable urethane plastics.

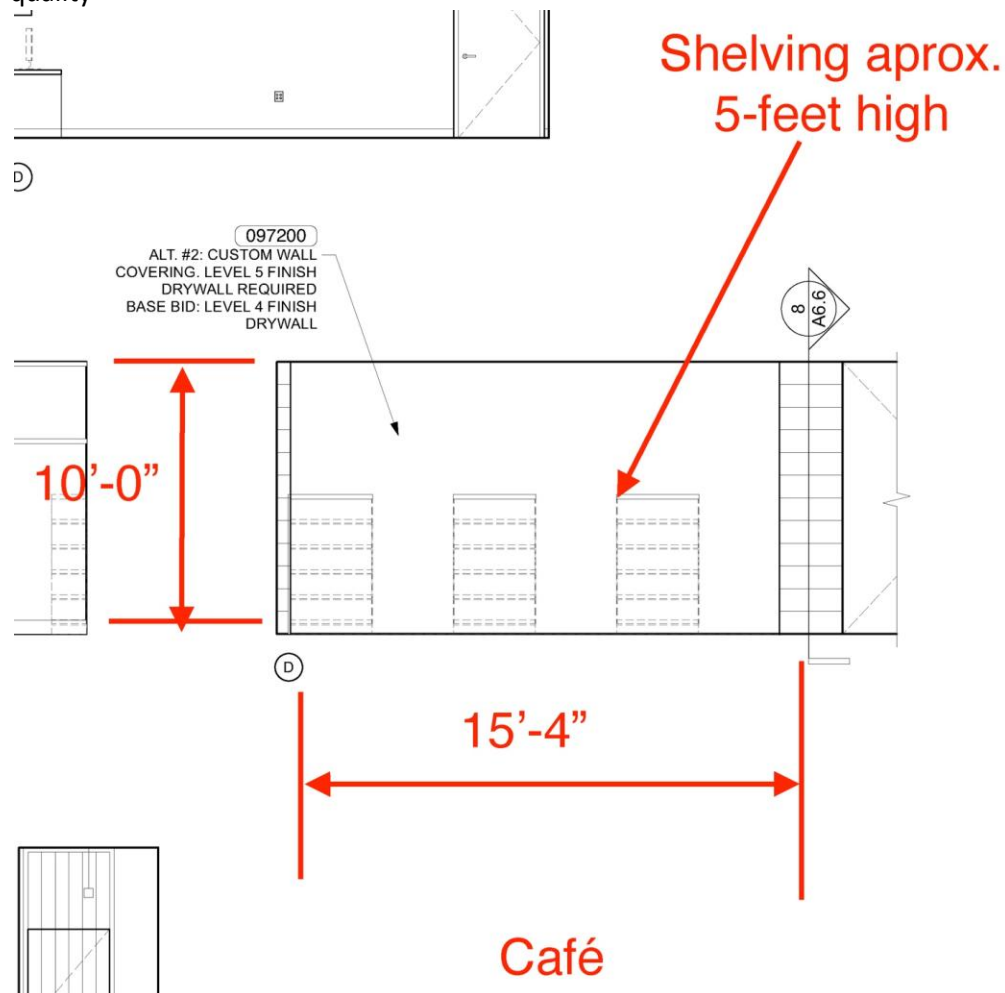


F. Appliqué on Canteen/ Periodical Room Wall

An art piece to be submitted digitally. The digital submission will be printed on vinyl by our contractors and applied to an interior wall (again by our contractors). The space to be filled is approximately 15 feet wide by 5 feet high. Therefore, the digital submission should have an aspect ratio of 3:1, width to height. It will be located within the Canteen/Periodical Room which faces Main Street. Anyone entering the library, walking on Main Street, or walking along the east side of the library to the parking lot will see this piece of art. Although it needs to be submitted digitally, the original art can be a painting, an etching drawing, etc. The vinyl applique made from this digital file will cover the upper portion of the wall of the.

Files must be submitted in PSD (Photoshop), TIFF, or PDF formats, 8-bit RGB, and have a minimum resolution of 13,500 x 4,500 pixels. If submitting in PDF format, ensure correct PDF settings for high quality images; default PDF settings are often for documents and too low quality to be used for printing at this scale. If the original artwork is not digital (meaning it is in some form of real-world medium), professional image capture is strongly suggested, to ensure a suitable quality image for printing. Digital files captured with a cell phone or improper lighting are unlikely to be usable

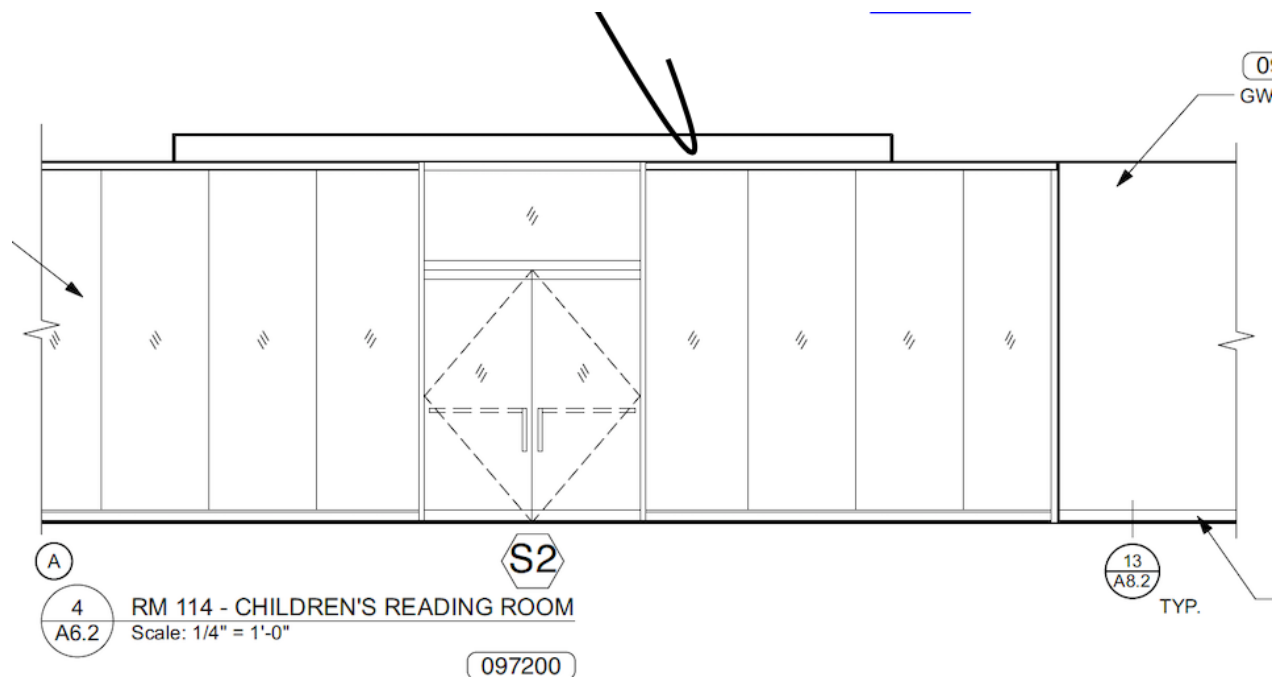
Since all original pieces chosen will be owned by the City of Greenfield, low resolution images can be submitted with the proposal and the City will digitize the final images to high resolution quality



G. Frosted Applique on Glass Wall, Children's Room

An art piece to be submitted digitally. The digital submission will be transferred to a frosted vinyl appliqué by our contractors and be applied (again, by our contractors) to a glass wall that is approximately 28 feet wide by 10 feet high. The wall contains two glass doors and serves as the partition between the atrium and the Children's Room. Therefore, the piece should have an aspect ratio of 2.8:1, width to height. The piece should be whimsical, playful, and nature inspired. It should not contain commercial/trademarked characters and should be inviting to children of all ages. As there needs to be visual sight lines between the two areas the design should cover about one third of the surface area with most of the design on the bottom half. The design will be continuous across the glass panels and doors and the panel/door breaks should be considered in the design.

Since all original pieces chosen will be owned by the City of Greenfield, low resolution images can be submitted with the proposal and the City will digitize the final images to high resolution quality



Section IV: Evaluation of Qualifications

Minimum Requirements All Statements of Qualification shall include:

1. Resume and artist statement
2. One page written description for each work being submitted.
3. A visual representation of the concept sufficient to give an accurate visual impression of the finished work.
4. Detailed plan for construction and installation including foundation details with dimensions.
5. Thumb drive with up to 10 digital jpeg images of recent work. If submitting a finished work, please include multiple slides showing all possible views.
6. One (1) copy of each of the documents included in Appendices A and B of this RFQ, signed by the proposer. Any partners included in the proposal shall also submit signed copies of these documents. Proposals that do not meet the minimum requirements will not be considered for review.
7. Five (5) references: name, address and email and phone number, and previous project name.

Additional submissions, preferred but optional:

*Up to three (3) relevant reviews, essays or catalogues.

COMPARATIVE CRITERIA:

Committee members will be asked to assign a point value 1-5 for the following ratings:

Highly Advantageous: 4-5

Advantageous: 2-3

Not Advantageous: 0-1

	Highly Advantageous	Advantageous	Not Advantageous
Artistic Merit	Proposal for artwork is clear, detailed, original and visually attractive, and responds specifically and creatively to the site described in the RFQ. Proposal contains multiple examples of completed work that is also creative and attractive.	Proposal for artwork is visually attractive and would be appropriate for the site. Proposal contains at least one example of completed work that is visually attractive.	Proposal for artwork is vague, generic or has no particular connection to or relationship with the proposed site location.
Interpretation of Theme	Proposed artwork interprets and responds to the theme described in Section III in a thought-provoking way that engages the visual streetscape.	Proposed artwork interprets and responds to the theme of the new Greenfield Library.	Proposed artwork does not interpret or respond to the theme of the new Greenfield Library.
Durability/ Practicality	Proposed artwork is designed to be durable in an outdoor setting for multiple generations and fabricated from non-corrosive, non-organic inert materials. The work is designed to be resistant to vandalism and does not pose a public safety hazard. Bike rack(s) equals or exceeds the best security and size as listed in Section III.	Proposed artwork is designed to be durable in an outdoor setting for the short term and does not pose a safety hazard. Bike rack has adequate security and size needs.	Proposed artwork is unlikely to withstand outdoor conditions for the long term or creates a public hazard. Bike rack is not particularly secure for bicycles, nor is it easy to access or use.

Previous Experience	Proposal documents the artist's extensive experience and success with design and construction of public art for an outdoor setting, including good visual representations of pieces that serve functions similar to the artwork requested by this RFQ.	Proposal contains examples of artist's work that has been installed in an outdoor setting.	There is no information in the proposal to indicate that artist has successfully designed, constructed and installed work similar to that requested by Greenfield Public Library Building Committee.
References	5 Positive References	3 or more positive references	2 or less positive references.

Section IV: Selection of Artisan Process

Artisans shall submit their work and qualifications to the Procurement Department prior to the time designated on the RFQ. The Artisan shall indicate they acknowledge and addendum by number (If issued by Procurement Department). The RFQs will be reviewed by a selection panel that will review the Artists' qualifications and the project submissions by the comparative criteria. A point system will be applied. The Panel may wish to conduct interviews with the top Artisans before awarding contract(s).

The 5 (five) member Selection Panel will be determined by the City's Chief Procurement Officer. Members of the Panel will include: Designer of the Library, DPW Staff, School Department Staff, Library Staff, and a member of the local community. This Panel will make the final selection and will submit their recommendations to the Library Building Committee.

Section V: Submission RFQ Package

Artists will submit six (6) hard copies of the Statement of Qualification and one (1) copy on a hard drive in a sealed envelope. In a second sealed envelope one (1) copy of the Price Proposals will be submitted to the address listed in Section II A. Proposals must be received by Tuesday, December XX, 2022 @ 11:00AM.

IN SEALED ENVELOPE #1 – Labeled: RFQ 23-05 Greenfield Library Art Project – Statement of Qualification

Each proposal shall include at a minimum information listed in Section IV (Attachment C)

IN SEALED ENVELOPE #2 – Labeled: RFQ-23-05 Greenfield Library Art Project- Price Proposal

Price Proposal (Attachment D)

Section VI: Compensation

The selected Artisan shall negotiate a fee for services as defined in the area of Art they have selected to participate in. It is expected that all art pieces will fall within the projects overall budget.

Attachment A

CERTIFICATE OF NON-COLLUSION FORM

The undersigned certifies under penalties of perjury that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, entity, or group of individuals.

(Name of person signing bid)

(Name of business)

Attachment B

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. Ch. 62C, Sec. 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

(Name of person signing bid)

(Name of business)

Attachment C
STATEMENT of QUALIFICATION COVER SHEET

RFQ 23-05 GREENFIELD LIBRARY ART PROJECT
STATEMENT of QUALIFICATION COVER SHEET

Artist Name: _____

Date: _____

Statement of Qualification Checklist:

1. Resume and Artist statement _____
2. One page written description for each work being submitted. _____
3. A visual representation of the concept sufficient to give accurate visual impression of the finished work. _____
4. Plan for construction and installation including foundation details with dimensions. _____
5. Thumb drive with up to 10 digital jpeg images of recent work. If submitting a finished work, please include multiple slides showing all possible views. _____
6. One (1) copy of each of the documents included in Appendices A and B of this RFQ, signed by the proposer. Any partners included in the proposal shall also submit signed copies of these documents. Proposals that do not meet the minimum requirements will not be considered for review. _____
7. . Five (5) references: name, address and email and phone number, and previous project name. _____

Addendum(s)- list each: _____

Project (Mark each project you would like to be considered for):

- A. Hanging Sculpture on Second Floor: _____
- B. Bike Rack Rear Northwest Corner - (Front/Main St): _____
- C. Bike Rack Northwest Corner - (Back of Building): _____
- D. Bench #1 Children's Patio: _____
- E. Bench #2 Children's Patio: _____
- F. Appliqué on Canteen/ Periodical Room Wall: _____
- G. Frosted Applique on Glass Wall, Children's Room: _____

Attachment D
PRICE SUBMISSION FORM

RFQ 23-05 GREENFIELD LIBRARY ART PROJECT

PRICE SUBMISSION FORM

Artist Name: _____

Date: _____

Separate Price Forms will need to be submitted for each project

Project:

A. Hanging Sculpture on Second Floor: _____

B. Bike Rack Rear Northwest Corner - (Front/Main St): _____

C. Bike Rack Northwest Corner - (Back of Building): _____

D. Bench #1 Children's Patio: _____

E. Bench #2 Children's Patio: _____

F. Appliqué on Canteen/ Periodical Room Wall: _____

G. Frosted Applique on Glass Wall, Children's Room: _____

Price: \$ _____

Written out in Words: _____

Lead Time for Project Completion: _____

Detailed budget of how funds will be utilized for materials and installation and a detailed materials list.
Feel Free to attach additional pages.